

Washington State Military Department
Emergency Management Division
SANDBAG CUSTODIAL RECEIPT
(FOR PRE-POSITIONING BULK STORAGE)

I _____, accept the delivery from the Washington
(PRINTED Name of Jurisdiction Director or Designee)
State Emergency Management Division of _____ sandbags on behalf of
(Number)
_____ to be stored at
(PRINTED Jurisdiction Name)

(Address of Bulk-Storage Location)

I understand and agree to the following conditions and procedures as custodial jurisdiction for care and use of these sandbags:

1. The pre-positioning of EMD-owned sandbags in storage locations around the state is intended to facilitate rapid supplemental sandbag assistance to the custodial jurisdiction and surrounding jurisdictions or state agencies who may request sandbags in accordance with EMD sandbag procedure.
2. Each jurisdiction and state agency, including the custodial jurisdiction, should maintain its own adequate supply of sandbags (as defined in current EMD Sandbag Procedure) and keep them in a protected and ready-to-use condition at all times. When use of sandbags is required, each jurisdiction or state agency should utilize sandbags from its own stocks **before** utilizing EMD-owned sandbags.
3. EMD-owned sandbags are a controlled item. Verbal permission must be obtained from the Washington State Duty Officer or from the Washington State EOC Supervisor when a jurisdiction or state agency wants to **pick up** EMD-owned sandbags or to **transfer** EMD-owned sandbags in response to a request from a neighboring jurisdiction or state agency.
4. After acceptance of custodial responsibility and upon delivery of the sandbags intended for pre-positioning bulk storage, this form must be completed, signed, and forwarded by fax or other method to EMD.
5. Use or transfer of EMD-owned sandbags must be made on the Sandbag Use/Transfer Receipt form. This form must also be completed, signed, and forwarded by fax (253) 512-7203 or other method to EMD.

Accepted by:

(Signature of Jurisdiction Director or Designee)

Date: ____/____/____
(Day/Month/Year)

B. Sandbag Use/Transfer Receipt Form

The *Sandbag Use/Transfer Receipt form* is to be filled out whenever use of EMD-owned sandbags are requested by a jurisdiction or state agency.

After receiving verbal permission, the *Sandbag Use/Transfer Receipt form* must be forwarded by fax or other method in a timely manner to EMD. This form is made up of two parts:

1. Documentation of Sandbag Use

This section must be filled out whenever EMD-owned sandbags are used by a jurisdiction or state agency. This includes the custodial jurisdiction.

2. Documentation of Sandbag Transfer

a. *Transferring Jurisdiction:*

This section must be filled out by the custodial jurisdiction whenever they transfer EMD-owned sandbags to another jurisdiction or state agency.

b. *Receiving Jurisdiction:*

This section must be filled out by the jurisdiction or state agency receiving EMD-owned sandbags (other than for pre-positioning bulk-storage).

3. See the following page for a sample of this form.